

DCS Auditor 2 Job Description - Executive Service

The Tennessee Department of Children's Services is the state's public child welfare agency. More than 4,200 employees work all across the state to get children safe, healthy and back on track. While most of our staff members are case workers and investigators, we employ a large contingent of experienced health-care workers, teachers, independent-living specialists, juvenile-justice counselors, attorneys, accountants, researchers, quality-control experts, information technology specialists, and a wide range of other positions that are focused on helping the children and families.

Auditor 2 is the staff level class in the Auditor sub-series. Under general supervision, employees in the class are responsible for professional auditing work of average difficulty and perform related work as required. An employee in this class is responsible for performing specialized or general auditing tasks and is expected to exercise judgment and initiative in handling work assignments. Work may include training of less experienced professional.

In addition, this position will also support the Department's risk management activities. As such the position will assist the Internal Audit Risk Management personnel and the Executive Director of Risk Management in the preparation and functioning of the agency's risk management program. Among other things this includes the identification and assessment of risks and internal controls.

Responsibilities

General responsibilities include (but are not limited to):

- Assists in conducting compliance audits of State departments, agencies, institutions or schools or private agencies receiving state or federal funds to determine statutory compliance.
- Assists in conducting operational audits of state or private agencies to evaluate the efficiency and effectiveness of various programs.
- Examines documentation including but not limited to, financial statements, bank statements, balance sheets, purchase invoices and payroll records to ensure compliance with federal and state regulations.
- Prepares work papers and supporting documentation from a review of records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies under direct supervision.
- Prepares draft audit narrative reports from work paper summaries under direct supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions.
- Assist with the development of the agency's Emergency Response Preparedness Plan and the Continuity of Operations Plan.
- Acts as the agency's alternate TEMA coordinator.
- Assist with the preparation of the agency's Financial Integrity Act Submittal.
- Assist with the operation of the agency's Risk Assessment and Management program.

Qualifications

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in accounting or a Public Accountant in good standing and experience equivalent to one year of full-time professional auditing work.

OR

Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to one year of full-time professional auditing work. An MBA with the required minimum accounting hours is preferred.

Substitution of Education for Experience: Additional graduate coursework in business administration with a major in accounting may be substituted for the required experience on a year-for-year basis.

Monthly Salary Range: \$3,173 - \$5,077

Send Resume to todd.r.mckinney@tn.gov

Closing Date: January 5, 2016

The State of Tennessee is an Equal Opportunity Employer